

FOI/17/01181 - LFASS

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1. DOC1

From: Greig A (Alison)
Sent: 15 February 2017 14:10
To: Turpie A (Annabel)
Subject: LFASS 2016 Plan.

Hi Annabel

As mentioned on Friday, here is a link to the LFAS16 Issues register. This is reviewed fortnightly by the LFASS SMT - it probably goes into far more detail than you need, but does let you see the LFAS16 annual life cycle and planned timeline.

A similar document exists for LFASS 2015

Alison Greig

Less Favoured Area Support (LFASS) Deputy Scheme Manager

RPID
Q1 Spur
Saughton House

2. DOC2

From: Greig A (Alison)
Sent: 16 March 2017 12:43
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: 10.30 meeting.

LFASS PDCR Update:

Further slippage means that next LFAS15 run likely to be late April; LFAS16 unlikely to start before July - seeing increased MACCS activity on delays. Also:

- Of 11,373 eligible claims, 1706 have not yet been processed through SIACS
- The 3/3/17 R&E respin included only half the expected claims, and only 26 were "new" (not worth uploading to SIACS)
- 5,647 BRNs not in R&E mainly blocked by (1)RPS holds (3,532); (2)LPIDS/shares without grazing category (GC) (922); (3)SAF errors (1,123) (see below)
- RPS Holds: Many due to a BPS16 Common Grazing (CG) fix - [REDACTED] following up on hold types, but we should know more about timing for lifting these, after tonight's release
- Uncategorised land: Significant discrepancy between RPS & SIACS position on this; [REDACTED] getting a BRN list for [REDACTED] to analyse (LPID & status)
- SAF errors: Hoping PDCR pressure to clear to free up BPS payments will also benefit LFASS
- SAF revalidation: ongoing but need to know if this will trigger post GC fix & whether LFASS R&E respin dependency

Outstanding LFASS defects:

- Alison waiting for [REDACTED] to confirm which Drop 6 defects were fixed, whether code or data fixes & where further data fixes needed
- Drop 6 changes mean that 20 known LFASS R&E defects can't now be identified in RPS for checking, SIACS stop lifting etc
- [REDACTED] proposes replacing 20 JIRA tickets with 10 to reflect the new position
- Will make SIACS HQ stop management more difficult & will need to base DI upload checks on existing lists
- [REDACTED] proposed giving LFASS defect ownership to the solutions architect

- Annabel wants to take this off-line, to ensure we have the right people managing LFASS from the IT perspective

Retrospective recoveries - Delivery/Compliance Issue

- no post 2015 Inspection/retrospective recoveries work has been done in the local offices
- Impacts on all land schemes, including LFASS 2014, 2013 & 2012
- Non-compliance with 18 month recovery window – raise at Accreditation Committee

Regards

Alison

From: [REDACTED]
Sent: 16 March 2017 11:27
To: Greig A (Alison)
Subject: 10.30 meeting

Hi Alison,

Would you mind sending me your updates from the 10.30 meeting? I wasn't quick enough to capture all the numbers and info – thanks!

Kind regards,

[REDACTED]
RPID Customer Services Central Team
Rural Payments and Inspections Division
Agriculture, Food and Rural Communities Directorate
R1 Spur, Saughton House, Broomhouse Road, Edinburgh, EH11 3XD
[REDACTED]

3. DOC3

From: Greig A (Alison)

Sent: 30 March 2017 14:58

To: [REDACTED]

Cc: [REDACTED]

Subject: FW: 1000am PDCR Daily Meeting meetings.

Importance: High

Hi [REDACTED]

A **very** provisional timeline for LFAS16 payments starting, based on the following assumptions – not discussed with [REDACTED]

- we will go with a single LFASS 2015 payment Tranche 4, based on the 21/4 re-spin, for payments into bank accounts by 17/5/17.
- That we cannot start paycalc UAT until after our micro-management of that hopefully ends with T4 gen auth on 10/5/17
- That we have a stable LFAS16 R&E available on 1/6/17

All SIACS unless otherwise stated.

Regards

Alison

	Deadline(s)				Status 30/3/17
Complete LFAS16 Inspections	31/12/16				
Budget mechanism - payment rates dependency WR2151.16	31/3/17 (report)	30/4/17 (Cab sec rates decision)			Checking Prod output (report)
SIACS WR2151.01 new applicant mailshot (report, mail merge etc)	10/3/17				Issued 10/3/17
WR2151.03 new applicant data capture					In

					Production
WR2151.05 – 08 LFASS claim processing and validation functionality					In Production
WR2151.11 – revised LFASS paycalc functionality – user test	11 – 31/5/17				In UAT
This section covers pre-payment activities around “at risk” groups					
WR2151.13 – forfeit report	30/4/17 (report)	(Issue bulletin)		31/5/17 (apply stops)	
WR2151.22 – land adjustment report – links to HQ stops, bulletins & LO action for two at risk groups : <ul style="list-style-type: none"> • 6.3 Adj w/o penalty • 6.8 P1 activity 	(report available)	(issue bulletin)		31/5/17 (apply stops)	Report available ; draft bulletins w/b 3/4/17
WR2151.23 – Art 19 risk report for HQ stop, Bulletin & LO action	31/3/17 (Report)				
WR2151.24 – Seasonal land usage report for HQ stop, Bulletin & LO action	31/1/17 (Report)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet
WR2151.25 – Commons usage report for HQ stop, Bulletin & LO action	31/1/17 (Report)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 (apply stops)	Report available ; bulletins issued; on HQ stop

					spreadsheet
WR2151.26 low SD report - for HQ stop, Bulletin & LO action	31/3/17 (Report)				
WR2151.27 RPS hold report for SIACS HQ stop action	31/3/17 (Report)			31/5/17 (apply stops)	Report available and covers 15 & 16
This section covers steps to payment from the point of R&E					
• Grazing category upload (SIACS to RPS)	31/5/17				
• LFASS 2016 R&E re-spin (RPS)	1/6/17				
• DI including upload (RPS -> SIACS)	2/6/17				
• ██████s Team check DI upload to ensure that Futures land/R&E data is defect free (SIACS & RPS) (10 days) • LFASS Team target paycalc spot check, including percentage penalty checks	5 – 16/6/17				
• Replace BPS Loans with LFASS loans in SIACS Recoveries	15 – 16/6/17				
• <u>If sufficient level of assurance established</u> , LFASS Team/Control section Gen auth payment run	20/6/17				
• SEAS pick up payment batch for validation and onward transmission to the BACS system	21/6/17				
• Payments into bank accounts via BACS	28/6/17				

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From: Greig A (Alison)
Sent: 30 March 2017 10:35
To: [REDACTED]
Cc: Sandham SM (Stephen)
Subject: FW: 1000am PDCR Daily Meeting meetings
Importance: High

Sorry, All – forgot to copy you in

Regards

Alison

From: Greig A (Alison)
Sent: 30 March 2017 10:34
To: Sandham SM (Stephen)
Subject: RE: 1000am PDCR Daily Meeting meetings
Importance: High

Stephen

You've asked about the implications for LFASS 2015 payments, and have addressed that below. None of this has been cleared with [REDACTED] – he and his team are central to the key upload checks and to the analysis of the claims that continually fail R&E pre-con due to grazing category issues.

However, this also has implications for LFAS16 payments starting point due to reliance on:

- A stable LFAS15 R&E as the basis of LFAS16 R&E - 2016 has been amended for new land penalties, & and 2015 defect solutions are merged back into 2016 code, after each release
- the same small group of experts involved in remenet 2015 payments, who are thus far unsighted on LFAS16 R&E released in Drop 6

Will provide the 2016 timetable separately, but envisage this being pushed back around 3 weeks, i.e. payments into July.

LFASS 2015 – unpaid claims timetable

On the defects, I can see that these have been prioritised as the list is incomplete – also:

- FD-39626 is not on the list– this is a new change request that deals with missing GC due to complex field changes. Affects only 50 BRNs but these likely won't have been through R&E before and account for unpaid claims. This ticket depends on FD-39626 to fix the GC rules around field changes, due for release on 13/4, which may be why the JIRA ticket shows MR of 20/4/17. That said, the table only shows dates up to 13/4, so is an incomplete picture
- FUTS-26187 “PDU reducing commons share area with penalty” we believe affects 678 BRNs and understood had been fixed in Drop 6. Once we get the next upload, we had expected checks of the DI output to confirm whether this had worked. It may be that a code fix stopped the PDU from doing this, but that a further fix is needed to reinstate the areas wrongly deducted. I'll need clarification of that.

On timing, previously we had seen 10k or so BRNs come through the LFASS data integration (DI) process for upload to SIACS, and had hoped to see an increase to 11k BRNs, following the drop 6 fixes. However, the 5/3/17 DI (DI 10) saw only 5,278 BRNs with an RFP status post Drop 6, due to RPS holds and unresolved SAF16 errors. Of those, only 26 claims were “new”, i.e. had not previously been part of a DI batch and processed in SIACS. For this reason, and to avoid winding half of the claims already processed in SIACS, back to an unpaid status, we decided not to upload DI 10 to SIACS.

Against that background, and in the knowledge that no further defects will have been resolved, we are still pushing on with an LFAS15 R&E re-spin on Monday, to see what that gives us in the wake of the Customer hold changes and error resolution by 31/3/17. ██████ said again yesterday that he is still keen to do this anyway, to flush out any further issues. Once we see the stats, we will decide next steps and whether to upload DI 11 to SIACS for processing (option 3 on the attached timeline email). ALL BEING WELL, that would see payments generated and authorised on 20/4/17 for payment into accounts on 28/1/17. However, if we do that, whilst we could re-spin R&E after 13/4/17 sufficient defects have been resolved, we could not upload DI 12 until:

- 24/4/17, if we *don't* process zero balance payments, and *cannot* recover the associated loans
- 28/4/17, if we *do* process zero balance payments, and *can* recover the associated loans

This is because DI 12 will re-authorised all the LFASS claims in SIACS and we cannot do this until the Option 3 payment files have been processed. So, given that a further key defect is scheduled for 20/4/17, we could in theory schedule a follow up run for payment mid-May. This assumes we:

- won't complete paycalc UAT or process zero balance payments
- Re-spin R&E on 21/4/17, after the MR on 20/4/17

- Do the DI 7 upload on 24/4/17, after the previous gen/auth

So this gives us options of:

- a 2 run DI 11 & 12 timetable, payments on 28/4 & 17/5, as set out below (payment Tranche 4 & 5), or,
- if the 3/4/17 R&E not encouraging, a single payment run following DI 12, payment on 17/5/17

	DI 11	DI 12
<ul style="list-style-type: none"> • Grazing category re-load from SIACS 	3/4/17	20/4/17
<ul style="list-style-type: none"> • R&E re-spin 	3/4/17	21/4/17
<ul style="list-style-type: none"> • DI Team check R&E output, extract DI batch (DI 10) and export to SIACS staging • SOPRA upload DI batch to SIACS and run preliminary checks (will include 2016 claims) • Futures confirm which defects have been resolved in Drop 6, to help target upload checks 	4/4/17	24/4/17
<ul style="list-style-type: none"> • ██████ s Team check DI upload to ensure that Futures land/R&E data is defect free • SOPRA run LFASS processing jobs in SIACS, including the paycalc • ██████ s team raise any further defects found • Futures analyse defects & ID BRNs affected by any new ones; ██████ s team QA the new defect BRN lists • As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop lift • No stops on currently for FUTS-25711, 25709, 25620, 25621 & 23363 as stopped by pre-condition – <u>re-run scripts and apply stops if required</u> • LFASS Team target paycalc spot check, including percentage penalty checks 	5/4/17 – 19/4/17	25/4/17 – 8/5/17

<ul style="list-style-type: none"> Replace BPS Loans with LFASS loans in SIACS Recoveries 	18 -19/4/17	4 - 5/5/17
<ul style="list-style-type: none"> If sufficient level of assurance established, LFASS Team/Control section Gen auth payment run SOPRA ad hoc generic payment overnight job to allow oversight if problems arise SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 	20/4/17	9/5/17
<ul style="list-style-type: none"> LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding 	21/4/17 am	10/5/17 am
<ul style="list-style-type: none"> SEAS pick up payment batch for validation and onward transmission to the BACS system SOPRA create payment letters batch (LFASS team spot check) Control Section will arrange printing & enveloping of payment letters LFASS Team to provide 1 page insert to go with letters (explains loan offset) 	21/4/17 pm	10/5/17 pm
<ul style="list-style-type: none"> Gen/auth zero payment run (i.e. debts gt/eq to payment due) – currently 1761 claims 	NA	NA
<ul style="list-style-type: none"> [Subject to completion of the separate debt recovery process for 1761 debts gt/eq to payment:] replace LFASS loans with BPS16 loans before BPS16 payments re- start 	[26- 27/4/17] Do we do this between runs?	13 – 14/5/17
<ul style="list-style-type: none"> Payments into bank accounts via BACS 	28/4/17	17/5/17

• Control Section issue Payment letters	28/4/17	17/5/17

From: [REDACTED]
Sent: 29 March 2017 10:41
To: Sandham SM (Stephen); Greig A (Alison); [REDACTED]
Subject: RE: 1000am PDCR Daily Meeting meetings

Hi Stephen ,

I have flagged this with Martin and he is aware this is a concern and is working with the team to see if they can improve on dates. Once we know more we will let you know, but it would be good to know the impact on this if the date doesn't improve? Thank you

[REDACTED]
Senior Project Manager – Planning and Delivery Co-ordination room
Rural Payments and Inspections Division | Agriculture, Food and Rural Communities Directorate
Q1 Spur | Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD

Ext: [REDACTED]
External: [REDACTED]
[REDACTED]
Email [REDACTED]

From: Sandham SM (Stephen)
Sent: 29 March 2017 10:17
To: [REDACTED] Greig A (Alison); [REDACTED]
Subject: RE: 1000am PDCR Daily Meeting meetings

Alison / Alan

What does this mean for the timetable for completing LFASS 2015 and how many we might get through after next week's re-spin? I note that 1454 common grazings category cases don't get a fix until 13 April. Do we still hope to get some meaningful numbers through before the 6 April fixes go in?

Stephen Sandham
AFRC - Rural Payments and Inspections Division
Scottish Government,
Q1 Saughton House
Edinburgh EH11 3XD
Tel: [REDACTED]

From: [REDACTED]
Sent: 29 March 2017 09:31
To: Greig A (Alison); Sandham SM (Stephen)
Subject: FW: 1000am PDCR Daily Meeting meetings

FYI

[REDACTED]
Senior Project Manager – Planning and Delivery Co-ordination room
Rural Payments and Inspections Division | Agriculture, Food and Rural Communities Directorate
Q1 Spur | Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD

Ext: [REDACTED]
External: [REDACTED]
Email: [REDACTED]

From: [REDACTED]
Sent: 29 March 2017 09:22

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: 1000am PDCR Daily Meeting meetings

LFASS Update

Jira	Summary	BRN's Affected	Delivery Date
FUTS-27498	LFASS Claims failing R&E because of missing GC on commons	1454	13/04/2017
FUTS-27539	Changes are 0 not null for LFASS R&E impacting on change detection	500-1000	06/04/2017
FD-39623	Add support for LFASS R&E to support payment for expired land parcels	350	13/04/2017
FUTS-27155	Rounding issue	240	06/04/2017
FUTS-26788	Items being exluded where the land parcel is reduced to 0 or NULL and it is not part of an LFASS claim and it doesn't therefore need a grazing category	100	06/04/2017
FUTS-26154	DATA FIX - Incorrect penalty applied on SIACS	100	06/04/2017
FUTS-26187	PDU reducing areas with penalty from CG shares		06/04/2017
FUTS-24282	PDU processing of changes to CG shares will only process obe CG location linked to croft		06/04/2017

Thanks

[REDACTED]

[REDACTED]

From: [REDACTED]

Sent: 29 March 2017 09:21

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

[REDACTED]

Subject: 1000am PDCR Daily Meeting meetings

Hi all,

The agenda has been slightly changed for these meeting to accommodate PCT live list from the 9am (summary) and AECs, FGS and LFASS update (summary) required by Andy B (Brian S or Vinay whist Andy is off)

I will also be extending the meeting to 45mins incase we overrun but we will try and keep it to 30mins.

Standing agenda items will be:

Release 9 and 8 update

Business Readiness for Release 9 and 8

PCT Live list summary

Maintenance Releases

AECs, FGS and LFASS update

Invite will be amended shortly.

Thank you

[REDACTED]
Senior Project Manager – Planning and Delivery Co-ordination room
Rural Payments and Inspections Division | Agriculture, Food and Rural Communities Directorate
Q1 Spur | Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

4. DOC3A

From: Greig A (Alison)

Sent: 24 March 2017 17:57

To: Sandham SM (Stephen); Turpie A (Annabel)

Cc: [REDACTED]

Subject: RE: LFASS 2015 Revised payment timetable options DI 11/TRANCHE 4

Hi Stephen

We are aiming for option 3, minus 1 day. Whether we go beyond the R&E re-spin on 3 April very much depends on how the stats look afterwards. We have had another long Futures defect session with IT colleagues this afternoon, but we really need to see significant movement on RPS holds and errors before the 3rd. Without that, we cannot assess the success or otherwise of any of the Drop 6 fixes, or any others that might be achieved between now and then.

Regards

Alison

From: Sandham SM (Stephen)

Sent: 23 March 2017 20:19

To: Greig A (Alison); Turpie A (Annabel)

Cc: [REDACTED]

Subject: RE: LFASS 2015 Revised payment timetable options DI 11/TRANCHE 4

Alison

Annabel was asking about timetable and options. You said we are now definitely going for option 3?

Stephen Sandham
Head of Scheme and Inspection Management,
AFRC - Rural Payments and Inspections Division
Scottish Government,
Q1 Saughton House
Edinburgh EH11 3XD

[REDACTED]
[REDACTED]

From: Greig A (Alison)

Sent: 21 March 2017 12:14

To: Sandham SM (Stephen)

Cc: [REDACTED]

Subject: RE: LFASS 2015 Revised payment timetable options DI 11/TRANCHE 4

Hi Stephen

Option 1 – based on an R&E re-spin this week – *may* be a non-starter, given that the numbers from DI 10 included 900 claims where LPIDs or shares have “lost” grazing category and failed the R&E pre-condition. [REDACTED] had an action point from last Tuesday’s meeting to provide a list of BRNs/LPIDs/shares affected but I am aware that he is involved in the BPS16 push and Douglas has received nothing from him as yet. Until we get that we can’t prove (although I do suspect) that these could account for half of the 1700 unpaid claims. The list is also the starting point for analysis of the issue, which we had expected to be resolved by one of the Drop 6 solutions (FUTS-25711).

Another factor is the 4,000 or so RPS customer holds – applied pending a BPS16 Common grazing (CG) fix – which prevented progress on corresponding LFAS15 claims. I understand there is pressure to lift these holds by Thursday to support BPS16 payments, but we also have the option to switch the hold reason to allow LFAS15 to progress ([REDACTED] and [REDACTED] both aware). Against this background, I had a word with Shirley about progress and gather she is currently reviewing a new “clean” pot of CG BRNs to sense check that the fix has worked for 3,700 cases (IT say there are now only 169 problem cases). It also sounds like many of the issues the CG fix aims to address (e.g. broken links,

PDU issues etc) mirror our LFASS Drop 6 defects, so maybe we would see some benefits from an early R&E re-spin. That said, Shirley also explained claims affected by certain defects may require intervention to re-instate claimed areas, as the system does not allow a claimed area to be increased. (FUTS-26187 sprang to mind “PDU reducing share area with penalty” – 678 claims). Also, whilst the data may look OK thus far, I got the feeling that Shirley is not entirely convinced that the root cause has gone away (e.g. PDU triggering issues). Anyway, she kindly offered to supply an update later today, after a meeting she has later with Vinay and others.

1123 SAF16 errors were also preventing progress on LFAS15. Tony Garnett’s off but I gather that local offices were working to a March 20 deadline on certain errors – Jenni following up feedback on progress.

If it is possible to do so we *could* aim for an R&E this week after the RPS holds are addressed, and take a view on next steps at that point based on the R&E output stats. We really need to see significantly more than the 26 BRNs in DI 10, coming through as “first timers” (i.e. claims not processed through a DI previously). We have two LFASS 2015 meetings with [REDACTED] & co this week, the first at 1pm today (email attached) – hopefully know more after that.

Regards

Alison

From: Sandham SM (Stephen)

Sent: 20 March 2017 19:08

To: Greig A (Alison)

Cc: [REDACTED]

Subject: RE: LFASS 2015 Revised payment timetable options DI 11/TRANCHE 4

Alison

Thanks. Very helpful. Do we plan towards option 1, with the others as fall backs, or is there some advantage in planning for option 2 or 3 now?

Stephen Sandham

Head of Scheme and Inspection Management,

AFRC - Rural Payments and Inspections Division

Scottish Government,

Q1 Saughton House

Edinburgh EH11 3XD

[REDACTED]
[REDACTED]
From: Greig A (Alison)
Sent: 20 March 2017 14:55
To: Sandham SM (Stephen)
Subject: LFASS 2015 Revised payment timetable options DI 11/TRANCHE 4

Hi Stephen

I think we've given up on the idea of 2 payment runs in April to mop up outstanding payments, so here are some options for a single run. All options include a second gen/auth to offset the loans gt/eq to payment pending, i.e. no balance is due, dependent on David completing paycalc UAT. Have discussed with Douglas and am not planning to circulate just now, in advance of the two IT meetings this week, as it might just set hares running when it could all change again. Sending to let you see what might be possible – any thoughts welcome.

- Option 1, a re-spin this week, may be a non-starter due to the un-categorised land (R&E failures) and other issues. Between meetings arranged for tomorrow and Thursday, we'll find out.
- Option 2 assumes we'll be in a better position to do an R&E re-spin a week later
- Option 3 is the last chance to make LFAS15 payments into bank accounts with an April payment date

Regards

Alison

LFASS 2015 - DI 11 - TRANCHE 4 - REVISED TIMETABLE

	Option 1	Option 2	Option 3
• Grazing category re-load from SIACS	23/3/17	30/3/17	3/4/17
• R&E re-spin	24/3/17	31/3/17	4/4/17
• DI Team check R&E output, extract DI batch (DI 10) and export to SIACS staging	27/3/17	3/4/17	5/4/17

<ul style="list-style-type: none"> SOPRA upload DI batch to SIACS and run preliminary checks (will include 2016 claims) Futures confirm which defects have been resolved in Drop 6, to help target upload checks 			
<ul style="list-style-type: none"> █████ s Team check DI upload to ensure that Futures land/R&E data is defect free SOPRA run LFASS processing jobs in SIACS, including the paycalc █████ team raise any further defects found Futures analyse defects & ID BRNs affected by any new ones; █████ team QA the new defect BRN lists As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop lift No stops on currently for FUTS-25711, 25709, 25620, 25621 & 23363 as stopped by pre-condition – <u>re-run scripts and apply stops if required</u> LFASS Team target paycalc spot check, including percentage penalty checks 	28/3/17 – 10/4/17	4/4/17 – 17/4/17	6/4/17 – 19/4/17
<ul style="list-style-type: none"> Replace BPS Loans with LFASS loans in SIACS Recoveries 	7 – 10/4/17	14 – 17/4/17	18 -19/4/17
<ul style="list-style-type: none"> <u>If sufficient level of assurance established</u>, LFASS Team/Control section Gen auth payment run SOPRA ad hoc generic payment overnight job to allow oversight if problems arise SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 	11/4/17	18/4/17	20/4/17
<ul style="list-style-type: none"> LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding 	12/4/17 am	19/4/17 am	21/4/17 am

<ul style="list-style-type: none"> SEAS pick up payment batch for validation and onward transmission to the BACS system SOPRA create payment letters batch (LFASS team spot check) Control Section will arrange printing & enveloping of payment letters LFASS Team to provide 1 page insert to go with letters (explains loan offset) 	12/4/17 pm	19/4/17 pm	21/4/17 pm
<ul style="list-style-type: none"> Gen/auth zero payment run (i.e. debts gt/eq to payment due) – currently 1761 claims 	13/4/17	20/4/17	24/4/17
<ul style="list-style-type: none"> <u>Subject to completion of the separate debt recovery process for 1761 debts gt/eq to payment: replace LFASS loans with BPS16 loans before BPS16 payments re- start</u> 	17-18/4/17	24-25/4/17	26-27/4/17
<ul style="list-style-type: none"> Payments into bank accounts via BACS 	19/4/17	26/4/17	28/4/17
<ul style="list-style-type: none"> Control Section issue Payment letters 	19/4/17	26/4/17	28/4/17

5. **DOC4**

From: Greig A (Alison)

Sent: 03 April 2017 13:24

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Subject: LFASS Scheme Management Team - Issues register (2016) & action points.

Hi All

The link attached takes you to the LFAS16 issues register, updated to reflect the LFASS SMT discussion on 15 March and subsequent developments. Timeline embedded at issue 8.1 envisages initial payments hitting bank accounts on 30/6/17. Key payment dependencies include:

- All LFASS inspections complete in the system (issue 5)
- Rates decisions (Budget mechanism - overspend report, issue 2.2)
- BAU/SIACS functionality, fully tested & operational in Production (4.1)
- Futures R&E and DI functionality, updated, fully tested, defect free & operational in Production (Issue 4.2)
- “At risk” groups (mainly of under-activity) ID’d and SIACS HQ stopped (issue 6)

As far as we are aware, LFAS16 inspections are complete but we need formal confirmation of that. The overspend ICE report output is being checked at the moment and we should be able to supply Policy colleagues with a forecast as the basis of rates decisions, needed by 30/4. On BAU, the issues register shows that most SIACS functionality is in Production, except for the SIACS paycalc, user test now scheduled for 10 – 31/5/17 (due to the continuing need to focus on LFAS15 RPS defects & unpaid claims). On RPS, although LFAS16 R&E was implemented in Drop 6 (end Feb), it is still unstable & includes multiple key defects that remain outstanding for 2015 (these are being tracked via the separate LFASS 2015 issues register and regular defect reviews). Consequently, there is a dependency on resolving LFAS15 R&E, before we can begin 2016 R&E, and payments. We are under pressure on payment delays for both years, and Cab Sec wants to issue 2016 loans to mitigate impact.

Finally, Issue 6 shows that we’re making progress on identifying populations for the “at risk” groups, although the ICE Team must prioritise this work around Audit, BPS and now LFAS16 loans work. We need stops on all these groups by 30/5/17, before we can begin the LFAS16 payment process. For most “at risk” exercises, we will also need local office input to be completed to allow stops to be lifted, and *individual* payments released.

Regards

Alison

Action points

LFASS 2016	Revised date	Action
2.1 Policy changes – Flexibility 2		To address to avoid EC legal challenge: <ul style="list-style-type: none"> • Cab Sec agreed Flexibility 2 last year for 2013 land transfers still frozen out (no forage for historic SD).

		<p><u>28/3/17:</u></p> <ul style="list-style-type: none"> • Alison: consider local office handling idc (nos. affected, single figures)
<p>2.2 Budget mechanism: links to</p> <ul style="list-style-type: none"> • WR2151.16 – overspend report • WR2151.11 (paycalc) payment rates dependency 	<p>31/3/17 (Report)</p> <p>30/4/17 (Decisions)</p>	<ul style="list-style-type: none"> • LFASS forecasting difficult due to complexity, & volume of ineligible claims • Commitment to Cab Sec: from 2015, to remain within the £65.5m budget • Mechanism: overspend report, modified to import SAF land (Futures) • RESAS use to predict spend & revise payment rates, if needs be <p><u>28/3/17</u> – █████ confirmed 17/11 that report needed by end January. Initial output received today – likely end April for any rate reduction decision:</p> <ul style="list-style-type: none"> • Diane to review Initial output w/b 27/3/17
<p>3. Publicity – farmer guidance</p>	<p>End April 2017</p>	<p>Update full LFASS guidance to reflect the 2016/1393 amendments to the 640/2014 article 19 land over-declaration penalties.</p> <ul style="list-style-type: none"> • Alison to review
<p>4.1 I.T. Development 2015. SIACS/BAU functionality</p>	<p>10 – 31/5/17 (Paycalc UAT)</p>	<p>WR2151.11 – Paycalc, including offsets, and payment letters</p> <p><u>Paycalc:</u> Create reference data, roll forward paycalc functionality etc.</p> <p><u>28/3/17:</u> In UAT:</p> <ul style="list-style-type: none"> • Alison to ask █████ about the funding split • █████ to Complete Paycalc UAT 10 – 31/5/17
<p>4.1 I.T. Development 2015. SIACS/BAU functionality</p>	<p>31/3/17 (Report)</p>	<p>WR2151.27 – RPS Holds report. 28/3/17 TESTED BY THE ice Team:</p> <ul style="list-style-type: none"> • █████ to check and update 2015 holds before next payment run; & 2016 before payments start (June)
<p>4.2 Futures SAF dependencies; Data Integration (DI); LFASS</p>	<p>In Prod end February</p>	<p><u>Action:</u> Art 19 land penalty amendment already incorporated in R&E template.</p>

Reductions & Exclusions (R&E)	but not stable	<ul style="list-style-type: none"> • <u>Alison</u> to check FD-35959 against Regulation 2016/1393
6.3. Reductions without penalty exercise	31/5/17 (HQ stops)	<p><u>28/3/17</u>: Report available for 2016:</p> <ul style="list-style-type: none"> • ██████_to prepare draft bulletin and discuss
6.6 Current SD check (low activity)	31/5/17 (HQ stops)	<p>DAS audit consequence – links to WR2151.26 report. <u>28/3/17</u>: ██████ refining 2016 version – w/b 10/4 /17:</p> <ul style="list-style-type: none"> • ██████_to review output and draft bulletin (O/R from leave) w/b 17/4/17
6.7 Un-categorised land report		<p>R&E pre-condition FD-24271 will stop these so HQ stops not needed. <u>28/3/17</u></p> <ul style="list-style-type: none"> • ██████ using 2015 version but still a work in progress. Supporting the analysis of the unpaid claims (failing pre-con/no GC)
6.8 P1 Activity stops	31/5/17 (HQ stops)	<p><u>28/3/17</u>: Land adjustment report (WR2151.22) available for 2016:</p> <ul style="list-style-type: none"> • ██████_to prepare draft bulletin and discuss
8.4 Forfeits	30/4/17 (Report) 31/5/17 (HQ stops)	<p><u>28/3/17</u>: LFASS 2015 report on track for 30/4/17, for LFAS16 HQ stops/offset action:</p> <ul style="list-style-type: none"> • <u>Alison</u> to consider whether we need a 2016 report (rev art 19 penalties)
LFASS 2018		
1.2 IT Impact assessment of degressivity in 2018	End April	<p>Any parachute payments would need to include degressivity above an area threshold. Kirsten supplied previous correspondence on this:</p> <ul style="list-style-type: none"> • <u>Alison</u> to raise a work request to allow a (BAU) IT impact assessment

6. **DOC5**

From: Greig A (Alison)
Sent: 12 April 2017 16:43
To: [REDACTED]
Cc: [REDACTED]
Subject: LFASS R&E 2015 defect update 21/4/17 - summary and action points.

Hi All

Have updated the tables (below the email) to reflect my understanding of this morning's discussion. Key points from this morning - including action points - are:

R&E respin on 21/4/17: This timing is essential if we are to stick to the 2015 & 2016 timeline (attached) but we need to maximise SAF15s with Ready for Payment (RFP) status. Of 12,211 claims, last re-spin (5/4/17) saw: 543 BRNs "under action/assessment"; 3,555 "waiting for deadline/inspection"; 8,106 "RFP".

Of the 8,106 RFP, 6068 were in the R&E re-spin; 1373 had RPS holds. The 3,555 "waiting for deadline/inspection" should reduce by the 2,880 BRNs affected by FUTS-27667, in tonight's MR , and the 1373 RPS holds should come down too. To inform next week's decisions, we need to ID the 1700 unpaid claims not rejected, and compare with the ICE report, to see how many have an RFP status:

- [REDACTED] to do analysis on unpaid claim claims, report as necessary, and repeat next week before the re-spin
- [REDACTED] to provide daily SAF15 stats for LFAS15
- [REDACTED] to discuss developments with Stephen and Alan next week, as the picture emerges

FUTS-27498: "LFASS claims failing R&E due to missing Grazing Category (GC) on Common Grazing (CG) Share" **affects 525 unpaid claims**. Ian confirmed we may manage MR 20/4/17 if no code change needed. However, the need to move Grazing Category upload data for Commons shares to the history tables, is potentially a show stopper as there no process for that yet -impact on LFASS GCs were not considered as part of the Drop 6 Common Grazing changes.

- [REDACTED] will do analysis between upload data & what's on history tables - analysis to include possible olution
- [REDACTED] to discuss with Bill. CG re-baseline needs to be better understood & will be part of analysis.
- [REDACTED] to send [REDACTED] report of shares with missing GCs, if needs be, for upload from SIACS

FUTS-26788: “Exclude (from R&E pre-condition) LPIDS for Applications that are not Inspected with a null/Zero claim that does not have any adjustments with or without penalty” affects **100 claims** that are failing the pre-condition . As agreed at the defect review on 31/3, the description of the adjustments is incorrect and Fiona subsequently provided correct logic around the adjustments required for the solution to this defect. The new logic, provided 3/4/17, has not been analysed and PDRC RAG status of “Green” is in relation to the original description on the ticket:

- **Ian to consider handling but needs to be addressed quickly, given 21/4 respin**
- **PDRC to note that RAG status of “Green” based on the wrong approach outlined in the ticket description**

FUTS-26840: “Applications at RFP status not coming through R&E, despite no Pre-Condition failures” - **410 claims affected.** John Robinson closed this ticket & raised 3 new ones: 1) Defect for PDU to address defect in Futures affecting 14 Land Parcels - [FD-39621](#); 2) Change request for Land Parcels that are expired.- ([FD-39623](#)); 3) Change Request to use GC marker. ([FD-39626](#)). Links also to FUTS-26788, above. However ticket subsequently been re-opened (perhaps John thought not all 410 were covered elsewhere):

- **█ to look at the background to the ticket to establish what has happened**

FD-39623 “Change request to add support for LFASS R&E to support payment for expired Land Parcels” affect **517 non-commons claims**, and is on track for MR 20/4/17

FD-39626 “Complex changes: Change Request to use GC marker.” Affects **50 non-commons claims** but, as things stand, analysis and code change unlikely by MR 20/4/17

FUTS-27482: “Field Family history causing the loss of the Child LPIS for a LPIS Parent entry.” Ticket raised in February – 14 parcels affected. Andrew M not aware of outstanding field family issues:

- **█ will look at the ticket**

LFASS16 claims: 100 claims came over in DI 11 - low numbers and looked odd because there were gaps in the sequence. Ian confirmed, they will investigate once 2015 sorted.

Regards

Alison

SAF Tickets that Impact on LFASS

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Defect	BRNs	Description	Release/Status	12/4/17 update
FUTS-27667	2880 BRNs	Land Change in Progress flags incorrectly being set against CG shares blocking SAF15 & 16, including LFASS	MR 12/4/17 “In Progress”	This impacts on LFASS too – data fix on track for MR 12/4/17
1. 2. FUTS-27221	750 parcels	Payment region status is in 'Awaiting information' when there is a split on child land parcels with effective date after 15/05/2016 and 'BPS eligible area' is calculated incorrectly on view payment region screen (Drop 6 App Proc)	MR 12/4/17 “Ready for demo”	This impacts on LFASS too - on track for MR 12/4/17
FUTS-27522	170 BRNs	Applications are showing as "Application is under Inspection" even if they have a completed inspection, and do not seem to be getting processed (SAF 2015)	MR 20/4/17 “Open”	This impacts on LFASS too
No ticket	360 BRNs	360 CG holds about to be lifted (excludes special arrangements)		

LFASS Tickets

Defect	BRNs	Description	Release/Status	Comments up to 3/3/17	JR comments 22/3	AG Comments 23/3	31/3/17 update	12/4/17 update
FUTS-27129	10	Adjustment order error	M2-E2 10/4/17: “Deploy to Prod”	10 BRNs (19 parcels/shares) 1/3/17: HQ stops		23/3: None of the 10 BRNs are affected by the issue – need a revised BRN list to		Demo'd 10/4 and on track for MR 12/4/17

			MR 12/4/17	implemented 3/3: Issue resolved ready for test		support checks		
FUTS-26890		Under activity penalty not appearing in R&E letter unless in conjunction with other penalty	M3 10/4/17 “Live in Prod”	Letter supressed in Production – no payment dependency but R&E letter cross scheme UAT planned to begin 10/3/17 3/3: Resolved – Verified on Prod NBT 26 th Jan 2017 Need to cross verify on M3 release.				LFASS R&E Letter currently supressed; no payments dependency
<ul style="list-style-type: none"> FUTS-26788 	100	Exclude (from R&E pre- condition) LPIDS for Applications that are not Inspected with a null/Zero claim that does not have any adjustments with or without penalty	MR 20/4/17 10/4/17 “In Progress”			Solution outstanding; see also FUTS- 26840, below	31/3 : Pre- condition expecting GC for LPIDs that don't need it. Fio na to provide the logic, i.e. which type of	3/4/17: ████████ provided logic around the adjustments for the GC15 extract which is the same as required for the solution to the defect.

						zero claims should get GC	<p>7/4: PDCR GREEN</p> <p>12/4/17: As discussed at the meeting on 31/3, description on this ticket is not correct. New logic, provided 3/4/17, has not been analysed and ticket "green" in relation to the original description on the ticket:</p> <ul style="list-style-type: none"> • █ to consider handling but needs to be addressed quickly, given 21/4 respin • PDCR status
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								“Green” based on wrong approach
FUTS-26840	410	Applications at RFP status not coming through R&E, despite no Pre-Condition failures	M3 (reject) 10/4/17 “In Progress”	16/2: John Robinson closed this ticket & raised 3 new ones: 1) Defect for PDU to address defect in Futures affecting 14 Land Parcels - FD-39621 2) Change request for Land Parcels that are expired.- (FD-39623) 3) Change Request to use GC marker. (FD-39626)	Defects corrected remaining blocked records appear to belong to FD-39626, CR to be raised. However, Land Parcels with Zero Claim and none relevant adjustments may need to be considered. Therefore potentially ~100 applications may still be impacted. See FUTS-26788 above	Links to FUTS-26788, as FUTS-26840		<ul style="list-style-type: none"> █ to look at the background as ticket closed, replaced, then re-opened (JR may have re-opened if not all accounted for under separate tickets)
FUTS-26257		CG Inspection issue: area not	M3 (Reject)	27/2: As per John R’s	Release 8 solution	Release 8 will address		7/4: PDCR

	being passed through	<p>10/4/17 "Ready for test"</p> <p>MR 20/4/17</p>	<p>request, Alan Elder reworked the 3 cases to add LFASS found areas - co-ordinator in Lerwick needs to complete the final part of the task O/R 1/3. Inspections reworked: 146245, 159101 and 148215</p>	<p>future cases. For existing cases John suggested we create a reference table to by-pass inspections findings, and use the claimed area instead. Means paying on un-validated land & therefore a compliance issue.</p> <p>Could consider the FUTS-26154 solution – use lesser of BPS area found or LFASS claimed - but that data fix was wrongly applied pre-DI-10 and had to be reversed</p> <p>Solution for existing cases outstanding</p>	<p>GREEN</p> <p>12/4/17 MR solution will be the release 8 code fix, rather than a data fix – on track</p>
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FUTS-26187	678	PDU reducing CG share areas with penalty	Drop 6 10/4/17 “Live in Prod”	23/2: Common grazing link issue; data fix and code fix in drop 6; view fix to complete 23/2, in time for respin 3/3: . Ready for test after the LFASS RE-Spin	Drop 6 data fix & code fix.	Drop 6 solution - checks of next DI will confirm	Part of wider FUTS-27498 issue: <ul style="list-style-type: none"> PDU CG datafix only links share, [doesn't re-apply GC] 	Nanda confirmed 7/4/17 can confirm whether data fix worked in Prod Still needs verified in Prod – keep in view
FUTS-26154	34	Land inspection, but no LFASS inspection issue resulting in negative areas for payment (R&E expecting, but not getting, “found” LFASS areas.)	M2 10/4/17 “Ready for Test” MR 20/4/17	For 24 claims affected. Fix to assume lesser of BPS found/LFASS claimed for R&E purposes, wrongly applied to wider population, e.g. expired LPIDs (potential overpayments,) & displayed as “found” in P&P.	Release 8 solution – R&E only expects found areas for LFASS inspected claims	Data fix applied to 34 BRNs pre-DI 10 – to use lesser of BPS area found or LFASS claimed - was wrongly applied. Release 8 solution but <u>solution outstanding for existing cases</u>	Consider code fix along with FUTS-26257. Analysis needed but not possible for 6/4/17	7/4: PDCR GREEN 12/4/17 MR solution will be the release 8 code fix, rather than a data fix – on track

				2/3: Nanda submitted CFGRUN-1011 to reverse the data fix prior to R&E re-spin, & remove the found areas wrongly inserted for 312 records. 3/3: Depends on FUTS-27155				
FUTS-26149	105	CG issue – PDU setting previous GC to null.	Drop 6 “Live in Prod”	23/2: Grazing categories re-set but [REDACTED] H queried (wrong) GC change, triggered by a different data fix 23/2: John Robinson will look at the logic on the ticket and get BRN list of subset for checking	Grazing Categories re-added	Drop 6 solution - checks of next DI will confirm	[REDACTED] has found evidence that this Drop 6 fix did not work: 31/3: [REDACTED] will send examples to Andrew Mitchel	Analysis of revised BRN list (action point 23/2/) ongoing Still needs verified in Prod – keep in view

				(fixed one defect but another has emerged)				
1. FUTS-27498	525 (CG)	LFASS claims failing R&E due to missing GC on CG Share	MR 20/4/17 “Open”				31/3: [REDACTED] as to consider 4 th CG/GC upload prior to DI 12	<p>Covers commons aspect of FUTS-25711, not covered by FD-39623 & FD-39626 which only address un-categorised non-commons LPIDs</p> <p>12/4: [REDACTED] un-categorised un-categorised shares - those confirmed categorised in 3 CG/GC “one-off” uploads from SIACS, now appearing as un-categorised in RPS.</p> <p>Shares lost GC due to Commons re-baseline on</p>

27/2/17; R&E has changed so GC data needs to be moved to the history table. Actions:

- **Ian/Balaji will do analysis between upload data & what's on history tables. Might manage MR 20/4/17 if no code change needed**
- **Ian to discuss with Bill. CG re-baseline needs to be better understood & will be part of analysis.**

							<ul style="list-style-type: none"> • [REDACTED] to send [REDACTED] report of shares with missing GCs, if needs be, for upload from SIACS] 	
1. 2. FD-39623	517 (non-coms)	Change request to add support for LFASS R&E to support payment for expired Land Parcels	MR 20/4/17 "Ready for test"				<ul style="list-style-type: none"> • On track • Analysis not started. GIS should hold GC for parcel when parcel was active • Common type LPIDs manifest as un-categorised land; • 200 of 390 LPIDs have had 	5/4: Balaji's GC meeting with SIACS/BAU colleagues to discuss role of GC marker: <ul style="list-style-type: none"> • If fields moved farms, GCs not carried forward in LPIS • [REDACTED] advised using system ID from SIACS to track GC through field

							<ul style="list-style-type: none"> type changed; more manual work, run harness then a further update; Local offices to say whether Commons or Seasonal land 	changes (lineage in RPS) 7/4: PDCR GREEN 12/4: On track for MR 20/4/17
1. 2. FD-39626	[50]	Complex changes: Change Request to use GC marker.	MR 20/4/17 “Open”					7/4: PDCR AMBER 12/4/17: Analysis and code change unlikely for 20/4/17
FUTS-25711	[1454]	Failing Pre-con due to no GCs (affects both commons and non commons)	Drop 6	23/2: code fix expected drop 6; GC/CG re-load (planned 20/2) should reinstate those already affected.	Assign to applicable defects	Ticket closed but whilst new CRs may address LPIDs, not clear where the 461 (DI 10) BRNs with Commons shares which “lost” GCs are being		New ticket FUTS-27498 covers BRNs with Commons shares failing R&E pre-con for no GC

				<p>3 main groups:</p> <ol style="list-style-type: none"> 320 BRNs Active parcel expired; no active parcel 120 BRNs Active parcel not using CG marker 10 BRNs Complex cases (not in re-spin) 		<p>addressed (460 at DI 9).</p> <p>May link to FUTS-26149 "CG issue – PDU setting GC to null" (Drop 6 fix) but that only accounts for 105 BRNs (pre-DI 9)</p>	
FUTS-25709	93	CG shares not taken into account	<p>M2 data fix/ Drop 6 code fix</p> <p>10/4/17: "Closed"</p>	<p>23/2: none currently HQ stopped as none of the 93 were in DI 9. GC upload may help. (Those in DI 9 were spot checked post M2, confirmed OK & stops lifted)</p> <p>3/3: Code fix</p>	Corrected	Checks of next DI will confirm Drop 6 code fix	Still needs verified in Prod – keep in view

				done as part of drop 6 Ready for test after the LFASS RE-Spin				
FUTS-25621	11	PDU's deducting CG share areas	Drop 6 (crop name fix to clear) 10/4/17: "Closed"	23/2 - none currently HQ stopped as none of the 11 were in DI 9. Labelled for M2 but not clear why (local offices may need to re-instate areas for 11 BRNs affected). Fix 23/2, for re-spin 3/3: Ready for test after the LFASS RE-Spin.	Correct behaviour (even when it's a PDU defect), but data fix applied	Checks of next DI will confirm Drop 6 code fix		Still needs verified in Prod – keep in view
FUTS-25620	93	pre-condition didn't work despite un-categorised shares	Drop 6 code fix "Live in Prod"	23/2: None of the 93 BRNs were HQ stopped so may be rejected or underpaid. D one pending	Drop 6 fix	Checks of next DI will confirm Drop 6 code fix		Still needs verified in Prod – keep in view

				respin 3/3: Code fix done as part of drop 6 Ready for test after the LFASS RE-Spin.				
FUTS-24282	440	PDU will only process one CG location per croft –	Drop 6 code fix 10/4/17 “Ready for Test” MR 20/4/17	23/2: Code fixed – need a BRN list 3/3: John Robinson – to provide BRN list	Corrected, Alison Greig needs BRN list to validate	Drop 6 fix. Checks of next DI will confirm (dependent on revised BRN list – existing list has 3425 BRNs)		BRN list (440 BRNs) now attached to ticket.
FUTS-23363	?	PDU setting TSE & share area to null, croft name difference	Drop 6 code fix “Live in Prod”	23/2: mostly fixed; less than 100 not found 3/3: Ready for test after the LFASS RE-Spin.	Corrected	Checks of next DI will confirm Drop 6 code fix		Still needs verified in Prod – keep in view
1. 2. FUTS-26144	10	Negative value being passed to Production	M2 10/4/17 “Closed”	23/2: New tickets raised as “Live in Prod” FUTS-27180 & FUTS-26896 3/3: John Robinson to	Tickets FUTS-27180 and FUTS-26896 replaced	Partly resolved in M2 but, if the FUTS-27155 rounding solution is expected to fix.		See FUTS-27180 – rounding not an issue but: we need to keep in view to check the 10 BRNs (not

				confirm SAF rule on rounding (should apply across land based schemes like BPS & LFASS) then arrange a meeting to discuss			resolved in DI 8) in the next DI
1. 2. FUTS-27155		Rounding issue	“Reject” MR 20/4/17				FUTS-27155 can be closed as issue was a result of a dodgy data fix for FUTS-26154, since reversed out. FUTS-26154 fix still outstanding (may now be a code fix?) AG rejected – 11/4/17
1. 2. FUTS-27180	140	LFASS: Payment on more area than found eligible area	M2-E3 10/4/17 “Closed”	Issue is connected with the removal of the negative claim difference			Rounding no longer an issue (changed between the Dec & Feb LFASS payment

				values. 3/3: Partly fixed Rounding issue Depends on FUTS-26144			runs). Now rounds each parcel to 2 decimal places and passes correct LPID and crop group totals to SIACS. Still needs verified in Prod – keep in view
<ul style="list-style-type: none"> • FUTS-27482 		Field Family history causing the loss of the Child LPIS for a LPIS Parent entry.	MR 20/4/17				7/4: PDCR AMBER 12/4: ██████ ██████ not aware of outstanding field family issues: <ul style="list-style-type: none"> • ██████_will look at the ticket
<ol style="list-style-type: none"> 1. FUTS-27380 		Removing Intentional breach there are no calculations shown on Reductions and Penalties Summary Screen.	MR 4/5/17 “In progress”				7/4: PDCR GREEN 12/4: Not many intentional breaches. Might be fixed but

								not progressed – could go in next week but not at the cost of anything else
1. 2. FUTS-25273		Not able to update(modify/Remove) existing breach – no reasons are listed in the reasons list	MR 18/5/17 “Open”					No direct payment impact but thought this was resolved ages ago – is
FD-39534		HUB2BAU LFASS DI notification of R&E recalculation of LFASS	“In progress”			When R&E is recalculated the Application Status changes from 8 (RFP) -> 4 (under action) -> 5 (waiting inspection/dead line) -> 18 (Ready for QMC) -> 8 (RFP) R&E only inserts LFASS data into the R&E tables when there has been a change from the previous data calculated.		Whilst this functionality was tested successfully in UAT - it should not be deployed to prod until notified (following a successful + complete DI?) functionality is within the same DI process as the changes made for FD-39419 "HUB2BAU LFASS DI -

							<p>notification when LFASS has been withdrawn within a SAF", so both these changes will be included in the same deployment to PROD.</p> <p>12/4/17: Andrew confirmed that not urgent but must go out with FD-39419</p>
FD-39419		HUB2BAU LFASS DI - notification when LFASS has been withdrawn within a SAF	"In progress"				<p>LFASS DI currently sends Withdrawn notification (SAF_STATUS = 'W') for LFASS Applications where Application status has changed to WITHDRAWN</p> <p>Withdrawn notification is also required</p>

							when LFASS has been withdrawn within a SAF
							12/4/17: Andrew confirmed that not urgent but must go out with FD-39534
1. 2. FD-40746		LFASS batch 9 has duplicates of batch 8	“Open”				12/4/17: Can consider closing

Regards

Alison Greig

Less Favoured Area Support (LFASS) Deputy Scheme Manager
 RPID
 Q1 Spur
 Saughton House



7. **DOC5A**

From: Greig A (Alison)
Sent: 12 April 2017 09:41

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

[REDACTED]

Subject: LFAS15 & LFAS16

Hi All

Also for discussion this morning

Regards

Alison

LFAS15 – DI 12 (Payment Tranche 4) Timeline

	DI 12
<ul style="list-style-type: none">Grazing category re-load from SIACS	20/4/17
<ul style="list-style-type: none">R&E re-spin	21/4/17
<ul style="list-style-type: none">DI Team check R&E output, extract DI batch (DI 10) and export to SIACS stagingSOPRA upload DI batch to SIACS and run preliminary checks (will include 2016 claims)Futures confirm which defects have been resolved in Drop 6, to help target upload checks	24/4/17
<ul style="list-style-type: none">[REDACTED] Team check DI upload to ensure that Futures land/R&E data is defect freeSOPRA run LFASS processing jobs in SIACS, including the paycalc[REDACTED] team raise any further defects found	25/4/17 – 8/5/17

<ul style="list-style-type: none"> • Futures analyse defects & ID BRNs affected by any new ones; ████████ team QA the new defect BRN lists • As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop lift • No stops on currently for FUTS-25711, 25709, 25620, 25621 & 23363 as stopped by pre-condition – <u>re-run scripts and apply stops if required</u> • LFASS Team target paycalc spot check, including percentage penalty checks 	
• Replace BPS Loans with LFASS loans in SIACS Recoveries	5 - 8/5/17
<ul style="list-style-type: none"> • <u>If sufficient level of assurance established</u>, LFASS Team/Control section Gen auth payment run • SOPRA ad hoc generic payment overnight job to allow oversight if problems arise • SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 	9/5/17
• LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding	10/5/17 am
<ul style="list-style-type: none"> • SEAS pick up payment batch for validation and onward transmission to the BACS system • SOPRA create payment letters batch (LFASS team spot check) • Control Section will arrange printing & enveloping of payment letters • LFASS Team to provide 1 page insert to go with letters (explains loan offset) 	10/5/17 pm
• Gen/auth zero payment run (i.e. debts gt/eq to payment due) – currently 1761 claims	NA

• <u>[Subject to completion of the separate debt recovery process for 1761 debts gt/eq to payment:]</u> replace LFASS loans with BPS16 loans before BPS16 payments re- start	13 – 14/5/17
• Payments into bank accounts via BACS	17/5/17
• Control Section issue Payment letters	17/5/17

8. DOC6 - PROVISIONAL TIMELINES AT 12 APRIL 2017
LFAS16 Timeline

	Deadline(s)				Status 30/3/17
Complete LFAS16 Inspections	31/12/16				
Budget mechanism - payment rates dependency WR2151.16	31/3/17 (report)	30/4/17 (Cab sec rates decision)			Checking Prod output (report)
SIACS WR2151.01 new applicant mailshot (report, mail merge etc)	10/3/17				Issued 10/3/17
WR2151.03 new applicant data capture					In Production
WR2151.05 – 08 LFASS claim processing and validation functionality					In Production
WR2151.11 – revised LFASS paycalc functionality – user test	11 –				In UAT

(dependency on LFAS15 Tranche 4 gen auth process completion on 10/5/17)	31/5/17				
This section covers pre-payment activities around “at risk” groups					
WR2151.13 – forfeit report	30/4/17 (report)	(Issue bulletin)		31/5/17 (apply stops)	
WR2151.22 – land adjustment report – links to HQ stops, bulletins & LO action for two at risk groups : <ul style="list-style-type: none"> • 6.3 Adj w/o penalty • 6.8 P1 activity 	(report available)	(issue bulletin)		31/5/17 (apply stops)	Report available ; draft bulletins w/b 3/4/17
WR2151.23 – Art 19 risk report for HQ stop, Bulletin & LO action	31/3/17 (Report)				
WR2151.24 – Seasonal land usage report for HQ stop, Bulletin & LO action	31/1/17 (Report)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet
WR2151.25 – Commons usage report for HQ stop, Bulletin & LO action	31/1/17 (Report)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet
WR2151.26 low SD report - for HQ stop, Bulletin & LO action	31/3/17 (Report)				

WR2151.27 RPS hold report for SIACS HQ stop action	31/3/17 (Report)			31/5/17 (apply stops)	Report available and covers 15 & 16
This section covers steps to payment from the point of R&E					
• Grazing category upload (SIACS to RPS)	31/5/17				
• LFASS 2016 R&E re-spin (RPS)	1/6/17				
• DI including upload (RPS -> SIACS)	2/6/17				
• ████████ Team check DI upload to ensure that Futures land/R&E data is defect free (SIACS & RPS) (10 days) • LFASS Team target paycalc spot check, including percentage penalty checks	5 – 16/6/17				
• Replace BPS Loans with LFASS loans in SIACS Recoveries	15 – 16/6/17				
• <u>If sufficient level of assurance established</u> , LFASS Team/Control section Gen auth payment run	20/6/17				
• SEAS pick up payment batch for validation and onward transmission to the BACS system	21/6/17				
• Payments into bank accounts via BACS	28/6/17				

Alison Greig

Less Favoured Area Support (LFASS) Deputy Scheme Manager
RPID
Q1 Spur
Saughton House

[REDACTED]

9. DOC7

From: Greig A (Alison)
Sent: 08 May 2017 11:29
To: Sandham SM (Stephen)
Cc: [REDACTED]
Subject: FW: LFAS15 payments Tranche 4; LFAS16 payments start: Timelines
Importance: High

Sorry, there was a mistake in my original – payment date for LFAS16 should be 27/7/17

From: Greig A (Alison)
Sent: 08 May 2017 10:48
To: Sandham SM (Stephen)
Cc: [REDACTED]
Subject: LFAS15 payments Tranche 4; LFAS16 payments start: Timelines
Importance: High

Hi Stephen

Here are the latest revised LFAS15 and LFAS16 payments timelines.

- For LFAS15, this is based on the assumption of a useable R&E re-spin and DI this Friday, after the 11/5 Maintenance release, to support 2015 payments into bank accounts on 13/6/17. This depends on an LFASS/SAF15 population of closer to 12,000 "Ready for Payment" before R&E.

- For LFAS16 Timeline, I have not repeated the detailed steps involved in R&E, DI upload checks, payment processing etc, as these will follow a similar pattern to LFAS15. You will see that progress on pre-payment dependencies is at various stages – the reports, and work around them, have been impacted by conflicting priorities affect both in the ICE Team (loans, audit etc) & my Team. I am also assuming that LFASS R&E will be stable and include defect fixes for LFAS15 R&E, modified to take account of the revised land over-declaration penalties. We have allowed 3 weeks for live checks, because this will be our first sight of R&E, and the teams will be depleted at that time due to annual leave. I am concerned too, about the proposed timing of gen/auth and funding checks, as [REDACTED] is on annual leave that week - as you know, SIACS payment functionality is being changed to handle loan offset more effectively. I am too far removed now from the detail to cover effectively if issues arise, as they did between Christmas and new Year. But that is only a real concern if this timetable can be otherwise adhered to.

[REDACTED]

Happy to discuss prior to circulating more widely, but I'd like to do that today if possible.

Regards,

Alison

**10. DOC8 PROVISIONAL TIMELINES AT 8 MAY
LFAS15 – DI 13 (Payment Tranche 4) Timeline**

	DI 12
• Grazing category re-load from SIACS	11/5/17
• R&E re-spin	12/5/17
• DI Team, extract DI batch (DI 13) once R&E complete, and export to SIACS staging • SOPRA upload DI batch to SIACS and run preliminary checks • Futures confirm which defects have been resolved in Drop 6 and subsequent maintenance releases, to help target upload	15/5/17

checks	
<ul style="list-style-type: none"> • ██████ Team check DI upload to ensure that Futures land/R&E data is defect free • SOPRA run LFASS processing jobs in SIACS, including the paycalc • ██████ team raise any further defects found • Futures analyse defects & ID BRNs affected by any new ones; ██████ team QA the new defect BRN lists • As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop lift • SIACS HQ stops in place currently for defects are: FUTS-25621, 26154, 25149, 26144, 26322, 26125 & 26187. Other GC related defects are stopped by R&E pre-condition – will need to review these, <u>re-run scripts and apply further stops as needed</u> • LFASS Team perform targeted paycalc spot check, including percentage penalty checks 	16/5/17 – 2/6/17
<ul style="list-style-type: none"> • Replace BPS Loans with LFASS loans in SIACS Recoveries (SOPRA & Finance Team) 	1 – 2/6/17
<ul style="list-style-type: none"> • <u>If sufficient level of assurance established</u>, LFASS Team/Control section will Gen auth payment run • SOPRA ad hoc generic payment overnight job to allow oversight if problems arise • SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 	5/6/17
<ul style="list-style-type: none"> • LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding 	6/6/17 am
<ul style="list-style-type: none"> • SEAS pick up payment batch for validation and onward transmission to the BACS system 	6/6/17 pm

<ul style="list-style-type: none"> SOPRA create payment letters batch (LFASS team spot check) Control Section will arrange printing & enveloping of payment letters LFASS Team to provide 1 page insert to go with letters (explains loan offset) 	
<ul style="list-style-type: none"> Gen/auth zero payment run (i.e. debts gt/eq to payment due) – currently 1761 claims 	NA
<ul style="list-style-type: none"> Replace LFASS loans with BPS16 loans before BPS16 payments re- start 	7 – 8/6/17
<ul style="list-style-type: none"> Payments into bank accounts via BACS 	13/6/17
<ul style="list-style-type: none"> Control Section issue Payment letters 	13/6/17

LFAS16 Timeline

	Deadline(s)			Status/comments
				8/5/17
Complete LFAS16 Inspections	31/12/16			
Budget mechanism - payment rates dependency WR2151.16	31/3/17 (report)	30/4/17 (Cab sec rates decision)	(Revised) 31/5/17 (Cab sec rates decision)	Checking Prod output – almost final (report) (Action: LFASS Team)
SIACS WR2151.01 new applicant mailshot (report, mail merge etc)	10/3/17			Issued 10/3/17

WR2151.03 new applicant data capture					In Production
WR2151.05 – 08 LFASS claim processing and validation functionality					In Production
WR2151.11 – revised LFASS paycalc functionality – user test (dependency on LFAS15 Tranche 4 gen auth process completion on 10/5/17)	11 – 31/5/17		(Revised) 7 – 27/6/17		In UAT
This section covers pre-payment activities around “at risk” groups					
WR2151.13 – forfeit report	31/5/17 (Rev) (report)	Issue bulletin	(Local office deadline)	27/6/17 (rev) (apply stops)	Not started (Action: ICE Team)
WR2151.22 – land adjustment report – links to HQ stops, bulletins & LO action for two at risk groups : <ul style="list-style-type: none"> • 6.3 Adj w/o penalty • 6.8 P1 activity 	(report available)	(issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Report available ; draft bulletins (Action: LFASS Team)
WR2151.23 – Art 19 risk report for HQ stop, Bulletin & LO action	19/5/17 (Rev) (Report)	(issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Report in progress (Action: ICE Team)
WR2151.24 – Seasonal land usage report for HQ stop, Bulletin & LO action	31/1/17 (report available)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 27/6/17 (rev) (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet (Action: Local Offices)

WR2151.25 – Commons usage report for HQ stop, Bulletin & LO action	31/1/17 (report available)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 27/6/17 (rev) (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet (Action: Local Offices)
WR2151.26 low SD report - for HQ stop, Bulletin & LO action	31/3/17 (report available)	(issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Report supplied 25/4/17; checks pending (Action: LFASS Team)
WR2151.27 RPS hold report for SIACS HQ stop action	(report available)			27/6/17 (rev) (apply stops)	Report available and covers 15 & 16 (Action: LFASS Team)
This section covers steps to payment from the point of R&E					
• Grazing category upload (SIACS to RPS)	27/6/17 (rev)				
• LFASS 2016 R&E re-spin (RPS)	28/6/17 (rev)				
• DI including upload (RPS -> SIACS)	29/6/17 (rev)				
• [REDACTED] Team check DI upload to ensure that Futures land/R&E data is defect free (SIACS & RPS) (10 days) • LFASS Team target paycalc spot check, including percentage penalty checks	30/6 – 18/7/17 (rev)				Allows 3 weeks for checks based on an optimistic view

					of the 1 st LFAS16 DI upload
<ul style="list-style-type: none"> Replace BPS Loans with LFASS loans in SIACS Recoveries 	17 – 18/7/17				Hopefully won't interfere too much with BPS processing as after 30/6/17
<ul style="list-style-type: none"> <u>If sufficient level of assurance established</u>, LFASS Team/Control section Gen auth payment run 	19/7/17				This week clashes with ██████ Hood's annual leave – need his expertise to cover the impact of recent SIACS generis payment changes
<ul style="list-style-type: none"> SEAS pick up payment batch for validation and onward transmission to the BACS system 	20/7/17				
<ul style="list-style-type: none"> Payments into bank accounts via BACS 	27/7/17				

Alison Greig

Less Favoured Area Support (LFASS) Deputy Scheme Manager
RPID
Q1 Spur
Saughton House

[REDACTED]

11. DOC9

From: Greig A (Alison)
Sent: 09 May 2017 16:57

To: [REDACTED]
[REDACTED]

Cc: [REDACTED]
[REDACTED]

Subject: Timelines: LFAS15 payments Tranche 4; LFAS16 payments start
Importance: High

All

Here are the latest revised LFAS15 and LFAS16 payments timelines, as discussed with Stephen. Both include timings for switching loans in SIACS recovery system (PDCR Action point - P/576)

LFASS 2015: I gather from Martin that an R&E re-spin planned in Prod tomorrow will support further analysis and presumably - together with revised SAF/LFAS15 stats - will inform final decisions on the hoped for Friday re-spin. Timeline dependencies include:

- a useable R&E re-spin and DI this Friday, after the 11/5 Maintenance release, to support 2015 payments into bank accounts on 13/6/17.
- an LFASS/SAF15 “Ready for Payment” population of closer to the 12,000 total, before R&E can be run. This means all the SAF issues impacting on LFAS15 need to be addressed, and any consequential local office action completed, by cop on 11/5 .
- those uncategorised LPIDs and shares, that can be, categorised by Thursday 11/5. (Some cannot be categorised , such as the 50 or so flexibility cases - who will eventually qualify - and certain reject categories, for which we have insufficient data to calculate a base year stocking density as the basis of a GC)
- Outstanding defect FUTS-24282 - “PDU will only process one CG location per croft” – affects LFASS and BPS. I highlighted this defect in my update of 28/4 but it was removed from 4/5 MR and has since been added to 18/5 sprint. This defect needs to be resolved by 11/5 because, of the 537 BRNs listed in the ticket, 244 appear on the LFASS unpaid claims list.

LFASS 2016: This timeline does not repeat the detailed steps involved in R&E, DI upload checks, payment processing etc, as these will follow a similar pattern to LFAS15. It envisages payments into bank accounts by 27/7/17. Dependencies include:

- Overspend report finalised (almost final) in sufficient time to allow Cabinet secretary’s payment rate decisions by 31/5
- “At risk” stops identified, and applied in SIACS by 27/6: pre-payment exercises at various stages – the reports, and work around them, have been impacted by conflicting priorities in both in the ICE Team (loans etc) & LFASS Team
- SIACS Paycalc UAT (2015 & 16): this has been in UAT for some time but this will be complex to set up & execute, and other pressures on the LFASS Team means it cannot be scheduled in until after LFAS15 gen/auth. All other LFAS16 claim processing functionality is in (SIACS) Production
- that LFASS R&E will be stable in RPS and include all defect fixes for LFAS15 R&E (post drop 6), modified to take account of the revised land over-declaration penalties.
- 3 weeks for live checks - this will be our first sight of 2016 R&E (which has changed), and the teams will be depleted at that time due to annual leave.

Any comments, please, by close tomorrow.

Regards,

Alison

LFAS15 – DI 13 (Payment Tranche 4) Timeline

DI 12	
• Grazing category re-load from SIACS	11/5/17
• R&E re-spin	12/5/17
• DI Team, extract DI batch (DI 13) once R&E complete, and export to SIACS staging • SOPRA upload DI batch to SIACS and run preliminary checks • Futures confirm which defects have been resolved in Drop 6 and subsequent maintenance releases, to help target upload checks	15/5/17
• [REDACTED] Team check DI upload to ensure that Futures	16/5/17 –

<ul style="list-style-type: none"> land/R&E data is defect free SOPRA run LFASS processing jobs in SIACS, including the paycalc ██████ team raise any further defects found Futures analyse defects & ID BRNs affected by any new ones; ██████ team QA the new defect BRN lists As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop lift SIACS HQ stops in place currently for defects are: FUTS-25621, 26154, 25149, 26144, 26322,26125 & 26187. Other GC related defects are stopped by R&E pre-condition – will need to review these, <u>re-run scripts and apply further stops as needed</u> LFASS Team perform targeted paycalc spot check, including percentage penalty checks 	2/6/17
<ul style="list-style-type: none"> Replace BPS Loans with LFASS loans in SIACS Recoveries (SOPRA & Finance Team) 	1 – 2/6/17
<ul style="list-style-type: none"> <u>If sufficient level of assurance established</u>, LFASS Team/Control section will Gen auth payment run SOPRA ad hoc generic payment overnight job to allow oversight if problems arise SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 	5/6/17
<ul style="list-style-type: none"> LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding 	6/6/17 am
<ul style="list-style-type: none"> SEAS pick up payment batch for validation and onward transmission to the BACS system SOPRA create payment letters batch (LFASS team spot check) Control Section will arrange printing &enveloping of payment 	6/6/17 pm

letters	
• LFASS Team to provide 1 page insert to go with letters (explains loan offset)	
• Gen/auth zero payment run (i.e. debts gt/eq to payment due) – currently 1761 claims	NA
• Replace LFASS loans with BPS16 loans before BPS16 payments re- start	7 – 8/6/17
• Payments into bank accounts via BACS	13/6/17
• Control Section issue Payment letters	13/6/17

LFAS16 Payment start Timeline

	Deadline(s)			Status/comments
				8/5/17
Complete LFAS16 Inspections	31/12/16			
Budget mechanism - payment rates dependency WR2151.16	31/3/17 (report)	30/4/17 (Cab sec rates decision)	(Revised) 31/5/17 (Cab sec rates decision)	Checking Prod output – almost final (report) (Action: LFASS Team)
SIACS WR2151.01 new applicant mailshot (report, mail merge etc)	10/3/17			Issued 10/3/17
WR2151.03 new applicant data capture				In Production

WR2151.05 – 08 LFASS claim processing and validation functionality					In Production
WR2151.11 – revised LFASS paycalc functionality – user test (dependency on LFAS15 Tranche 4 gen auth process completion on 10/5/17)	11 – 31/5/17		(Revised) 7 – 27/6/17		In UAT
This section covers pre-payment activities around “at risk” groups					
WR2151.13 – forfeit report	31/5/17 (Rev) (report)	Issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Not started (Action: ICE Team)
WR2151.22 – land adjustment report – links to HQ stops, bulletins & LO action for two at risk groups : <ul style="list-style-type: none"> • 6.3 Adj w/o penalty • 6.8 P1 activity 	(report available)	(issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Report available ; bulletins drafted 6/4, pending review (Action: LFASS Team)
WR2151.23 – Art 19 risk report for HQ stop, Bulletin & LO action	19/5/17 (Rev) (Report)	(issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Report in progress (Action: ICE Team)
WR2151.24 – Seasonal land usage report for HQ stop, Bulletin & LO action	31/1/17 (report available)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 27/6/17 (rev) (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet (Action: Local Offices)

WR2151.25 – Commons usage report for HQ stop, Bulletin & LO action	31/1/17 (report available)	13/3/17 Bulletin issued	28/4/17 (Local office deadline)	31/5/17 27/6/17 (rev) (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet (Action: Local Offices)
WR2151.26 low SD report - for HQ stop, Bulletin & LO action	31/3/17 (report available)	(issue bulletin)	(Local office deadline)	27/6/17 (rev) (apply stops)	Report supplied 25/4/17, checks pending; bulletin drafted 6/4, pending review (Action: LFASS Team)
WR2151.27 RPS hold report for SIACS HQ stop action	(report available)			27/6/17 (rev) (apply stops)	Report available and covers 2015 & 16 (Action: LFASS Team)
This section covers steps to payment from the point of R&E					
• Grazing category upload (SIACS to RPS)	27/6/17 (rev)				
• LFASS 2016 R&E re-spin (RPS)	28/6/17 (rev)				
• DI including upload (RPS -> SIACS)	29/6/17 (rev)				

<ul style="list-style-type: none"> Team check DI upload to ensure that Futures land/R&E data is defect free (SIACS & RPS) (10 days) LFASS Team target paycalc spot check, including percentage penalty checks 	30/6 – 18/7/17 (rev)				Allows 3 weeks for checks based on an optimistic view of the 1 st LFAS16 DI upload
<ul style="list-style-type: none"> Replace BPS Loans with LFASS loans in SIACS Recoveries 	17 – 18/7/17				Hopefully won't interfere too much with BPS processing as after 30/6/17
<ul style="list-style-type: none"> If sufficient level of assurance established, LFASS Team/Control section Gen auth payment run 	19/7/17				This week clashes with's annual leave – need his expertise to cover the impact of recent SIACS generic payment changes
<ul style="list-style-type: none"> SEAS pick up payment batch for validation and onward transmission to the BACS system 	20/7/17				
<ul style="list-style-type: none"> Payments into bank accounts via BACS 	27/7/17				

Alison Greig

Less Favoured Area Support (LFASS) Deputy Scheme Manager

RPID
Q1 Spur
Saughton House

[REDACTED]

12. DOC10

From: Greig A (Alison)

Sent: 18 May 2017 09:34

To: [REDACTED]

[REDACTED]

Cc: [REDACTED]

Subject: FW: PDCR action P/576: LFAS15 - BPS16 payments conflict in June

FYI

PDCR have decided there should be no conflict between LFASS and BPS in June so no loan switch until 3 - /7, gen/auth 5/7/17 for LFAS15 (payments 13/7), pushing LFAS16 back to the end of August. Will expand the plans to show a bit more detail.

Regards

Alison

From: Turpie A (Annabel)

Sent: 17 May 2017 19:13

To: Sandham SM (Stephen); Greig A (Alison)

Cc: [REDACTED]

[REDACTED]

Subject: RE: PDCR action P/576: LFAS15 - BPS16 payments conflict in June

Thanks Stephen and to Alison and Alan for getting this.

Agree that option 3 is best.

Best
Annabel

From: Sandham SM (Stephen)
Sent: 17 May 2017 19:08
To: Greig A (Alison); Turpie A (Annabel)
Cc: [REDACTED]
Subject: RE: PDCR action P/576: LFAS15 - BPS16 payments conflict in June

Annabel

It would be good to get a quick steer on which option to go for to inform the paper that Elinor wants prepared by Friday for the Executive Steering Group on 2017 payment timetables, as requested at CAP Strategy and Delivery Board.

Stephen Sandham
Scheme Management
ARE - Rural Payments and Inspections Division
Scottish Government,
Q1 Saughton House
Edinburgh EH11 3XD

From: Greig A (Alison)
Sent: 17 May 2017 17:24
To: Turpie A (Annabel)
Cc: [REDACTED]
Subject: PDCR action P/576: LFAS15 - BPS16 payments conflict in June

Hi Annabel

PDCR last Thursday and timeline below, both refer.

	Option 1	Option 2	Option 3
• R&E re-spin	19/5/17	25/5/17	12/6/17
• Extract DI batch from Futures; upload DI batch to SIACS	22/5/17	30/5/17	13/6/17
• Check DI upload, reporting any further Prod defects • Run LFASS processing jobs in SIACS, including paycalc checks	23/5 – 9/6/17	31/5 – 16/6/17	14 – 29/6/17
• Replace BPS Loans with LFASS loans in SIACS	8 - 9/6/17	15 – 16/6/17	3 – 4/7/17
• Gen auth payment run & generate letters	12/6/17	19/6/17	5/7/17
• Finance print checks • EC co-funding draw down • SEAS pick up payment batch for validation and BACS processing	13/6/17	20/6/17	6/7/17
• Replace LFASS loans with BPS16 loans	14 – 15/6/17	21 – 22/6/17	7 – 8/7/17
• Payments into bank accounts via BACS; and letters issued	20/6/17	27/6/17	13/7/17

Alan and I have discussed these options, focussing on whether LFASS payment processing in June is advisable. We recommend Option 3, i.e. no LFASS in June, for the reasons outlined below but mainly to avoid BPS16 payment conflict in options 1 and 2. This would mean:

- **LFAS15** payments in bank accounts on 13/7/17
- **LFAS16** payments starting on 30/8/17

Any slippage would push LFAS16 payment start into September:

- **Option 1:** Payments 20/6/17: A re-spin this Friday is possible, and might be useful for analysis purposes. However, due to the (albeit improving) numbers of SAF RFP, its unlikely to include as many of the unpaid LFASS claims as we'd like. This is mainly due to lack of time for follow-up action to move claims "under action" to RFP, following the recent SAF fixes/re-validation (to sort out "false" errors, land change flags etc). This option involves taking BPS loans out from 8 – 15/6/17, placing an unacceptable additional pressure on BPS16 payment processing,
- **Option 2:** Payments 27/6/17: A re-spin next Friday factors in limited time for local office follow-up action, FIS Team land change work and ongoing efforts to categorise land. However, taking BPS loans out from 15 – 22/6/17, like option 1, creates conflict with BPS16 processing. Restarting BPS16 payments on 23/6/17 also increases risk of reliance on the shortened payment process, to meet the 30/6/17 deadline. This caused problems - including duplicate payments - last year.
- **Option 3:** Payments 13/7/17: Assumes BPS/LFASS loan swap 3 – 4/7/17 & LFAS15 payments gen/auth 5/7/17, thus avoiding BPS conflict. Means payments would issue just over 2 weeks later than option 2. As well as two further weeks for the follow up action outlined above, some of the 51 "Flexibility 1" cases – where we need further information from the farmers (local office bulletin this morning) - could potentially come within scope.

Regards

Alison

Alison Greig

Less Favoured Area Support (LFASS) Deputy Scheme Manager
RPID
Q1 Spur
Saughton House

██████████

13. DOC11

From: Greig A (Alison)

Sent: 22 May 2017 13:00

To: Sandham SM (Stephen)

Cc: [REDACTED]

Subject: FW: Revised Timelines: LFAS15 payments Tranche 4; LFAS16 payments start

Importance: High

1. Thanks, [REDACTED]

2. [REDACTED] - [REDACTED] Teams' DI upload checks are scheduled for 14 – 29/9/17 and will conflict with the refresh testing. Means adding a week to the payment timelines, with LFAS16 slipping to September.

Regards

Alison

From: [REDACTED]

Sent: 22 May 2017 12:17

To: Greig A (Alison)

Subject: RE: Revised Timelines: LFAS15 payments Tranche 4; LFAS16 payments start

Alison

Just to be aware that the UAT refresh will clash with your timetable below with regard to my team – either week beg the 12th or wk beg the 19th depending on when release 8 goes to prod?

See attached latest timetable for the refresh

Regards

[REDACTED]

From: Greig A (Alison)
Sent: 18 May 2017 15:43

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Cc: Sandham SM (Stephen); [REDACTED]

Subject: Revised Timelines: LFAS15 payments Tranche 4; LFAS16 payments start

Hi All

Here are the latest LFAS15 and LFAS16 payments timelines, agreed by PDCR to avoid LFAS15/BPS16 payment conflict in June. (Both include timings for switching loans in the SIACS recovery system).

LFASS 2015: Approximately 1700 unpaid claims remain – envisage Tranche 4 payments in accounts by 13/7/17: Timeline dependencies include:

- an LFASS/SAF15 “Ready for Payment” population of closer to the 12,000 total, before R&E can be run. This means all the SAF issues impacting on LFAS15, that can be, need to be addressed and any consequential local office action completed, by cop on 11/6 .
- All defects affecting LFASS fully addressed by 11/6.
- those uncategorised LPIDs and shares, that can be, categorised by 11/6. (Some cannot be categorised, e.g. certain reject categories, and those for which we have insufficient data to calculate a base year stocking density as the basis of a GC)
- a useable R&E re-spin (12/6/17) and DI on 13/6/17

LFASS 2016: Envisages payments into bank accounts starting on 30/8/17. Around 11.300 claims but no indication at this point how many may be in scope for payment at the outset. Dependencies include:

- LFASS R&E needs to be stable in RPS before the 28/7 R&E respin, and include all defect fixes for LFAS15 R&E (post drop 6), modified to take account of the revised land over-declaration penalties.
- Overspend report finalised (almost final) to inform Cabinet Secretary’s payment rate decisions by 16/6/17
- As a backstop, “at risk” BRNs need to be identified, and HQ stops applied in SIACS by 27/7/17. Pre-payment exercises at various stages and, on the face of it, additional slippage offers more time to provide outstanding reports, given conflicting pressures on the

Teams involved. However, the extra time also increases the expectation that more of the exercises will be completed, with claims paid in the first Tranche . For this reason, I have extended the report provision date by only 7 working days, from 31/5 to 9/6/17. (Hope that's OK Andrea, but happy to discuss). See also comments in the table

- SIACS Paycalc UAT (2015 & 16): changes to handle debts gt/eq to payments have been in SIACS UAT for some time. Test will be complex to set up & execute, and other pressures on the LFASS Team mean it cannot be scheduled in until after LFAS15 gen/auth. All other LFAS16 claim processing functionality is in (SIACS) Production
- 3 weeks for live DI upload checks in SIACS - this will be our first sight of 2016 R&E (which has changed), and the teams will be depleted at that time due to annual leave.

Regards,

Alison

14. DOC12 PROVISIONAL TIMELINES AT 18 MAY 2017

LFASS 2015 DI 13 – Tranche 4 Payments Timeline	
• Grazing category re-load from SIACS	9/6/17
• R&E re-spin	12/6/17
• DI Team, extract DI batch (DI 13) once R&E complete, and export to SIACS staging • SOPRA upload DI batch to SIACS and run preliminary checks • Futures confirm which defects have been resolved in Drop 6 and subsequent maintenance releases, to help target upload checks	13/6/17
• [REDACTED] Team check DI upload to ensure that Futures land/R&E data is defect free • SOPRA run LFASS processing jobs in SIACS, including the paycalc • [REDACTED] team raise any further defects found • Futures analyse defects & ID BRNs affected by any new	14 – 29/6/17

<ul style="list-style-type: none"> ones; [REDACTED] team QA the new defect BRN lists As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop lift SIACS HQ stops in place currently for defects are: FUTS-25621, 26154, 25149, 26144, 26322, 26125 & 26187. Other GC related defects are stopped by R&E pre-condition – will need to review these, <u>re-run scripts and apply further stops as needed</u> LFASS Team perform targeted paycalc spot check, including percentage penalty checks 	
<ul style="list-style-type: none"> Replace BPS Loans with LFASS loans in SIACS Recoveries (SOPRA & Finance Team) 	3 – 4/7/17
<ul style="list-style-type: none"> LFASS Team/Control section will Gen auth payment run, <u>provided sufficient level of assurance established,</u> SOPRA ad hoc generic payment overnight job to allow oversight if problems arise SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 	5/7/17
<ul style="list-style-type: none"> LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding 	6/7/17 am
<ul style="list-style-type: none"> SEAS pick up payment batch for validation and onward transmission to the BACS system SOPRA create payment letters batch (LFASS team spot check) Control Section will arrange printing & enveloping of payment letters LFASS Team to provide 1 page insert to go with letters (explains loan offset) 	6/7/17 pm
<ul style="list-style-type: none"> Replace LFASS loans with BPS16 loans before BPS16 	7 – 8/7/17

payments re- start	
• Payments into bank accounts via BACS; & Control Section issue Payment letters	13/7/17

LFAS16 Payment start timeline – Tranche 1				Status/comments 18/5/17
Complete LFAS16 Inspections	31/12/16			
Budget mechanism - payment rates dependency WR2151.16	31/3/17 (report)		(Revised) 16/6/17 (Cab sec rates decision)	Checking Prod output – almost final (report) (Action: LFASS Team)
SIACS WR2151.01 new applicant mailshot (report, mail merge etc)	10/3/17			Issued 10/3/17
WR2151.03 new applicant data capture				In Production
WR2151.05 – 08 LFASS claim processing and validation functionality				In Production
WR2151.11 – user test LFASS paycalc functionality, revised to handle debts gt/eq to payments due (dependency on LFAS15 Tranche 4 gen auth process completion on 5/7/17)	31/5/17		7/7 – 27/7/17	In SIACS UAT
This section covers pre-payment activities around “at risk” groups				
WR2151.13 – forfeit report: First priority is to ID BRNs and apply	9/6/17	21/8/17	27/7/17	Report in progress

HQ stops by 27/7/17. To be included in Run 1, forfeit amounts need to be confirmed, raised as debts and added to SIACS recovery prior to gen and auth on 22/8/17	(Revised) (report)	(LFASS Team deadline)	(apply stops)	(Action: ICE Team)
WR2151.22 – land adjustment report – links to HQ stops, bulletins & LO action for two at risk groups : <ul style="list-style-type: none"> • 6.3 Adj w/o penalty • 6.8 P1 activity 	(report available)	26/5/17 (issue bulletin) 25/6/17 (Local office deadline)	27/7/17 (apply stops)	Report available ; bulletins drafted 6/4, pending review (Action: LFASS Team)
WR2151.23 – Art 35 risk report for HQ stop, Bulletin & LO action: First priority is to ID BRNs and apply HQ stops by 27/7/17. To be included in Run 1, bulletin needs to issue and cases checked by local office and confirmed, or low activity penalties applied, prior to R&E respin on 28/7/17	9/6/17 (Revised) (Report)	16/6/17 (issue bulletin) 14/7/17 (Local office deadline)	27/7/17 (apply stops)	Initial report provided; LFASS Team feedback pending (Action: LFASS/ICE Team)
WR2151.24 – Seasonal land usage report for HQ stop, Bulletin & LO action	31/1/17 (report available)	13/3/17 Bulletin issued 28/4/17 (Local office deadline)	27/7/17 (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet (Action: Local Offices)
WR2151.25 – Commons usage report for HQ stop, Bulletin & LO action	31/1/17 (report available)	13/3/17 Bulletin issued	27/7/17 (apply stops)	Report available ; bulletins issued; on HQ stop spreadsheet

		28/4/17 (Local office deadline)		(Action: Local Offices)
WR2151.26 low SD report - for HQ stop, Bulletin & LO action	31/3/17 (report available)	26/5/17 (issue bulletin) 25/6/17 (Local office deadline)	27/7/17 (apply stops)	Report supplied 25/4/17, checks pending; bulletin drafted 6/4, population ID'd 16/5, pending review (Action: LFASS Team)
WR2151.27 RPS hold report for SIACS HQ stop action	(report available)		27/7/17 (apply stops)	Report available and covers 2015 & 16 (Action: LFASS Team)
This section covers steps to payment from the point of R&E				
• Grazing category upload (SIACS to RPS)			27/7/17	
• LFASS 2016 R&E re-spin (RPS)			28/7/17	
• DI including upload (RPS -> SIACS)			31/7/17	
• ██████ Team check DI upload to ensure that Futures land/R&E data is defect free (SIACS & RPS) (15 working days)			1/8 – 21/8/17	Allows 3 weeks for checks based on an optimistic view of the 1 st LFAS16 DI upload
• SOPRA run LFASS processing jobs in SIACS, including the paycalc				
• ██████ team raise any Production defects found				

<ul style="list-style-type: none"> • Futures analyse defects & ID BRNs affected; ████████ team QA the new defect BRN lists • As defect fixes & local office returns confirmed, LFASS team check for overlaps and arrange SIACS HQ stop action as required • LFASS Team perform targeted paycalc spot checks 				
<ul style="list-style-type: none"> • Replace BPS16 Loans with LFAS16 loans in SIACS Recoveries 			20 – 21/8/17	
<ul style="list-style-type: none"> • LFASS Team/Control section will Gen auth payment run, <u>provided sufficient level of assurance established</u> • SOPRA ad hoc generic payment overnight job to allow oversight if problems arise • SOPRA supply ad hoc prints to support the gross funding draw down (actual payments are net of loan recovery) 			22/8/17	
<ul style="list-style-type: none"> • LFASS team/Control section check & sign off Finance prints, & Finance arrange EC co-funding • SEAS pick up payment batch for validation and onward transmission to the BACS system • Control Section will arrange printing & enveloping of payment letters • LFASS Team to provide 1 page insert to go with letters (explains loan offset) 			23/8/17	
<ul style="list-style-type: none"> • Replace LFAS16 loans with BPS16 loans so that BPS16 payments can re- start 			24 – 25/8/17	
<ul style="list-style-type: none"> • Payments into bank accounts via BACS; & Control Section issue Payment letters 			30/8/17	

Regards

Alison

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